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BLDEA's
**SSM College of Pharmacy and
Research Centre, Vijayapur – 586103**

Employees Code of Conduct Hand Book

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Code of conduct for Governing Body

- * The governing body of the college is responsible for ensuring the effective management of the institution and for planning its future development.
- * The governing body should act to approve the mission and strategic vision of the institution, long-term academic plans and ensure that these meet the interests of stakeholders, including students, local communities, Government and others representing public interests.
- * The body is formed to monitor institutional performance and quality assurance arrangements which should be, where possible and appropriate, benchmarked against other institutions.
- * Governing bodies ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by Statutory bodies, such as UGC, as well as regulations laid out by the State government and affiliating university.
- * The governing body should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
- * The governing body should actively monitor that the Institution implements the requirements of State and National Governments for reservations of seats and staff positions and provide required support to minority groups.
- * The general principle of transparency of the governing body applies that students and staff of the institution should have appropriate access to information about the proceedings of the Governing body. All sorts of agendas of meetings, draft minutes (if cleared by the chair) and the signed minutes of governing body meetings together with the papers considered at meetings should generally be available for inspection by staff and students. There may, however, be matters covered in standing orders where it is necessary to observe confidentiality. Such matters are likely to concern individuals or have commercial sensitivity.

Code of Conduct for Principal

The chair of the Principal of a college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on.

As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of

- * To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
- * To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
- * To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
- * To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
- * To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
- * To generate and maintain required alertness among all the stakeholder of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated.
- * To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.
- * To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
- * To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.

- * To uphold upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.

- * To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism simile to essence-of-life.

- * To endeavour for the upkeep of tranquillity of the region surrounding the College so that academic practices comes to gradual prevalence and only prevail, eventually.

- * To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.

- * To endeavour and strive for maintaining vibrancy of attitudes of all the stakeholders of the institution and thus to nourish & enhance their capabilities. As the academic head of the institution, the Principal should ensure the existence of an academic environment within the College and should endeavour for its enrichment by encouraging research activities.

Thus, the Principal should put best efforts to bring in adequate infrastructural and financial support for the College. The Principal should encourage the faculty members of the Institution to take up research projects, publish research papers, arrange for regular seminars and participate in conference/symposium/workshop/seminars.

Code of Conduct for Teachers

Introduction

The BLDEA's SSM College of Pharmacy and Research Centre, Vijayapur felt that the status of teaching profession requires to be increased to ensure its dignity and integrity. Accordingly, it is considered that there should be a code of ethics which may be evolved by the teaching community itself for its guidance. There are five major areas of professional activities which encompass the work of a teacher. For each of these areas certain principles have been identified to serve as guidelines for teacher's conduct. These are preceded by a Preamble which provides a rationale for the principles identified.

Preamble

- * Recognizing that every student has a fundamental right to receive education of good quality.
- * Recognizing that education should be directed to all round development of human personality.
- * Realizing the need for developing faith in the guiding principles of our policy viz. Democracy, social justice and secularism.
- * Recognizing the need to promote through education, our rich culture heritage, national consciousness, international understanding and world peace.
- * Recognizing that teacher's being part and parcel of the social milieu, share the needs and aspirations of the people.
- * Recognizing the need to organize teaching as a profession for which expert knowledge, specialized skills and dedication are pre-requisites.
- * Realizing that the community respect and support for the teaching community are dependent on the quality of teaching and teacher's proper attitudes towards teaching profession.
- * Realizing the need for self-direction and self-discipline among members of the teaching community. We, the teacher's of India resolve to adopt this code of Professional Ethics.

PART – A

Teacher in Relation to Students

The teachers shall,

- * Always be punctual in attending to duties in the college.
- * Always teach the curriculum after making thorough preparation for the lessons to be taught.
- * Treat all students with love and affection and be just and impartial to all irrespective of caste, creed, sex, status, religion, language and place of birth.
- * Guide the students in their physical, social, intellectual, emotional, moral and spiritual development.
- * Take notice of the individual needs and differences among students in their socio-cultural background and adapt his/her teaching accordingly.
- * Refrain from divulging confidential information about students except to those who are legitimately entitled to it.
- * Refrain from inciting students against other students, teachers or administration.
- * Set a standard of dress, speech and behaviour worthy of example to the students.
- * Respect basic human dignity of students while maintain discipline in the college.

PART – B

Teacher in Relation to Parents/ Guardians

The teacher shall,

- * Seek to establish cordial relations with parents/ guardians.
- * Provide information regularly to parents regarding the attainments and shortfalls of the wards.
- * Refrain from doing anything which may undermine students confidence in their parents or guardians

PART – C

Teacher in Relation to Society and the Nation

The teacher shall

- * Strive to develop the educational institution as a community and human resource development centre providing knowledge and information and developing skills and attitudes needed for such development.
- * Strive to understand the social problems and take part in such activities as would be conducive to meet the challenges passed by the problems.
- * Retrain from taking part in activities having potential to spread feeling of hatred or enmity among different communities, religious or linguistic groups.
- * Work actively to strengthen national integration and spirit to togetherness and oneness; 18.respect Indian culture and develop positive attitudes towards it among students; and 19.respect and be loyal to the school, community, state and nation.

PART – D

Teacher in Relation to Profession, colleagues and other Professional Organisations

The teacher shall

- * Treat other members of the profession in the same manner as he/ she himself/herself wishes to be treated.
- * Refrain from lodging unsubstantiated allegations against colleagues or higher authorities.
- * Participate in programmes of professional growth like in-service education and training, seminars, symposia workshops, conferences, self studyetc
- * Avoid making derogatory statements about colleagues especially in the presence of pupils, other teachers, official or parents.
- * Cooperate with the head of the institution and colleagues in and outside the institution in both curricular and co- curricular activities.
- * Accept as a professional the individual responsibility of reporting to the concerned authorities in an appropriate manner all matters that are considered to be prejudicial to the interests of the students and the development of the institution.

PART – E

Teacher in Relation to Management/ Administration

The teacher shall,

- * Recognize the management as the prime source of his sustainable development.
- * Develop mutual respect and trust through his professional activities and outputs.

Code of Conduct for Support Staff

Being the employees of the BLDE Associations all the support staff of the college should follow the code of conduct.

The College has put forward its code of ethics for the support staff along the following lines. Professional Conduct

- * The support staff should acquaint themselves with the College policies and adhere to them to their best ability.
- * Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
- * They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
- * The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.
- * They should not hamper the functioning of the college by engaging themselves in political or antiseccular activities.
- * They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students. Workplace Conduct (i) They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
- * They should also be responsible for the proper use and maintenance of college equipments and furniture.
- * No support staff should be under the influence of drugs or alcohol during office hours.
- * The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.

* They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.

* The support staff should show no discrimination on basis of gender, caste or religion. Professional Relationship

* Interactions between support staff and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with support staff in library and laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.

* The support staff should give due respect to the decisions made by the college authorities.

* Any matter of contention should be settled amicably and not through antagonistic behaviour; as the progress of an institution depends upon mutual goodwill and trust.

* The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.

Committee to monitor the code of conduct for employee

Sl. No.	Members Name	Designation
01	Shri. G K Patil	General Secretary, BLDE Association, Vijayapur
02	Dr. K V Kulkarni	Chief Administrative officer, BLDE Association, Vijayapur
03	Shri. Devindra Agarwal	Chief Finance officer, BLDE Association, Vijayapur.
04	Dr. C. Malikarjun Setty	Principal, BLDEA's SSM College of Pharmacy & Research Centre, Vijayapur.

Code of conduct displayed in website



